

# Contents

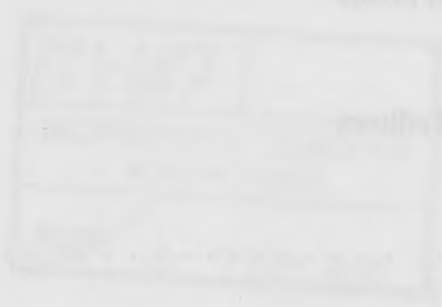
<b>Basic educational instructions</b> . . . . .	7
Basic instructions for the education of deaf students . . . . .	7
Recommendations for education of deaf as well as hearing students . . . . .	8
<b>Attached CD ROM</b> . . . . .	9
<b>Materials for typography</b> . . . . .	9
Textbook . . . . .	9
Presentations . . . . .	10
<b>Training files</b> . . . . .	10
Training texts . . . . .	10
Training pictures . . . . .	10
<b>Electronic presentations</b> . . . . .	11
Lesson 1 – Introduction . . . . .	11
Lesson 2 – A brief history of type . . . . .	13
Lesson 3 – A brief history of writing and typography . . . . .	19
Lesson 4 – Properties of type . . . . .	25
Lesson 5 – Measuring in typography . . . . .	29
Lesson 6 – Computer type . . . . .	33
Lesson 7 – Word processors and programs for computer typesetting . . . . .	41
Lesson 8 – Paragraph properties . . . . .	47
Lesson 9 – Page properties . . . . .	55
Lesson 10 – Rules of correct typesetting . . . . .	61
Lesson 11 – Citations and references . . . . .	79
Lesson 12 – Letter design . . . . .	83
Lesson 13 – Writing text messages . . . . .	91
Lesson 14 – Occasional (topical) prints . . . . .	97
Lesson 15 – Book components . . . . .	105
Lesson 16 – Proofreading . . . . .	117
Lesson 17 – Font managers and editors . . . . .	121
Lesson 18 – Computer pictures . . . . .	129
<b>Training files</b> . . . . .	147
<b>Training texts</b> . . . . .	147
Simple text . . . . .	147
File for Corel Ventura . . . . .	152
File for Adobe InDesign . . . . .	153
<b>Training pictures</b> . . . . .	154



<b>Programs</b> . . . . .	<b>157</b>
readme.txt . . . . .	158
PowerPoint Viewer . . . . .	158
Adobe Reader 6 . . . . .	158
Word processors . . . . .	158
DTP programs. . . . .	159
Font managers. . . . .	159
Font editors . . . . .	160
Picture managers . . . . .	161
Graphic editors . . . . .	161
Auxiliary programs . . . . .	162
Fonts . . . . .	162



Electronic presentations . . . . .	162
Lesson 1 - Introduction . . . . .	162
Lesson 2 - A first lesson of type . . . . .	162
Lesson 3 - A first lesson of writing and typography . . . . .	162
Lesson 4 - Improving type . . . . .	162
Lesson 5 - Working in graphics . . . . .	162
Lesson 6 - Changing type . . . . .	162
Lesson 7 - Word processing and graphics for electronic presentations . . . . .	162
Lesson 8 - Electronic presentations . . . . .	162
Lesson 9 - First program . . . . .	162
Lesson 10 - The first program . . . . .	162
Lesson 11 - Introduction and welcome to graphics and electronic presentations . . . . .	162
Lesson 12 - Color design . . . . .	162
Lesson 13 - Writing text . . . . .	162
Lesson 14 - Graphic design . . . . .	162
Lesson 15 - First program . . . . .	162
Lesson 16 - First program . . . . .	162
Lesson 17 - Font managers and editors . . . . .	162
Lesson 18 - Computer fonts . . . . .	162



Training files . . . . .	162
Training files . . . . .	162
Graphics . . . . .	162
Files for Color Fonts . . . . .	162
The file Adobe (font) . . . . .	162
Training pictures . . . . .	162